

## July 7, 2016

Steering Committee Members Present: Matt Cropp, Michael McGarghan, Liam Griffin, Martha Molpus

### Admin:

- Check in about absent steering committee members?
  - David Kirk and Dan Weber have not come since joining.
- New Member onboarding
  - Matt Cropp to add Chris Trombly to email list.
- Agenda posting
  - Michael McGarghan: could we have one person able to post to the full district?
  - Liam: Asked in the past for another position, but was denied. Wouldn't hurt to ask.
  - Michael to ask Michael Wood Lewis - only for posting of agenda announcements or other announcements expressly approved by the steering committee.

### Agenda:

- Reflections
  - Martha: felt like it went well.
  - Michael:
    - Hard to understand how Sinex was able to deal with Anne Taylor, who seemed to think she was on the agenda
    - Wall clock appeared to be off, caused some confusion between moderator and time-keeper.
    - Had trouble identifying the CCTA rep
  - Matt:
    - A/V cable issues were problematic. Think we should add a variety of adapters and cables to our box.
- July 27
  - NPA Agenda
    - Possible Topics
      - Solicitation of interest for poll workers. -Michael
      - Martin Lee - DPW Presentation on Crosswalk Proposals.
      - Meet the Candidates (locally)
    - Agenda
      - 6:45-7:00pm - Snacks and Socializing
      - 7:00-7:10pm - Ground Rules, Introductions, Announcements and Requests
        - Announce food shelf collection starting next month
        - Announce new policy around prioritizing neighborhood residents for questions and comments.
      - 7:10-7:20pm - Open Forum
      - 7:20-7:40pm - Martin Lee, Department of Public Works - Crosswalk Proposal Presentation
        - Discussion of new crosswalks at: Ward Street, Burlington College, Killarney Drive / Village Green Drive, Gosse Court, and Green Acres Drive / Cayuga Court
      - 7:40-7:50 - BPD presentation about animals in hot cars?
      - 7:50-8:30pm - Meet the Legislative Candidates
        - Timing ½ time for statements, ½ time for questions.

- Questions responded to by all candidates.
      - Joanna Cole - confirmed
      - Michael McGarghan - confirmed
      - Carol Ode - confirmed
      - Kurt Wright
      - Jean O'Sullivan
    - 8:30-9:00pm - Elected and Appointed Officials
      - ½ time for updates, ½ time for questions
  - Logistics
    - Roles
      - Time-keeper
        - Linda?
      - Moderator
        - Matt will be on his Honeymoon
        - Michael to moderate, with Martha tagging in during candidate's forum.
      - Food
        - Martha to get food from Matt
      - Posting Agenda
        - Matt to send finalized agenda to Phet
        - Matt to post Agenda to Ward 4
        - Michael M to post to Ward 7
- August Meeting
  - Mayor presents budget?
  - Dogs in vehicles presentation
  - Need to make sure the room is reserved.
- Roles -Tabled until next SC meeting
  - Moderator
  - Food
  - Signs and promotion
  - Agenda Communication
  - Communications Coordinator
  - Agenda Posting to Front Porch Forum
- Audio Recording Posting
  - Matt to set up sound cloud account.
- Food Logistics
  - Ask Phet about accepting donations.
  - Matt: proposes a budget of \$40/month, or \$480/year, for meeting snacks.  
Approved
- Purchases
  - A/V Cables
    - Matt to come with a proposal for adapters to buy.
  - Food
- Policy around Residents Speaking
  - Has come up several times.
  - Policy: All are welcome to speak their mind, but when time is limited, neighborhood residents shall be prioritized for comments and questions.
  - Include in ground rules at the start of the meeting.
- Food shelf donations.

Next Actions:

- Matt to send SC Agenda to Phet.